

## Initial Arrival and Check-in to NIH (Enter on Duty - EOD)

Upon initial arrival to NIH, all NIH sponsored foreign researchers must check-in with DIS to activate their award/appointment/assignment. The Division of International Services (DIS) must verify that the scientist is in the proper immigration status.

### **For Foreign Scientists:**

You can visit DIS for the initial check-in without an appointment during our walk-in hours from 9:30 am to 11:30 am, Mondays through Fridays (except when closed due to government holidays). **You must report to DIS no later than 3 days after arrival to the United States!**

When coming to DIS, please bring your passport, Form I-94 Arrival/Departure Record, and applicable immigration document, such as Form DS-2019. If family members accompanied you to the U.S., bring their passports and above documents as well. In addition, you will also need to bring the completed “**Appointment Start Date Confirmation**” form located at <http://www.nih.gov/od/ors/dirs/isb/eodconfirm.doc>. **Your Lab/Branch Sponsor, Institute Key Contact, or other designee must complete this form.**

At the initial check-in with DIS, an Immigration Specialist will check your documents and have you sign any necessary forms. You will be given information essential to review for your stay in the U.S. and scheduled to attend any applicable orientation, seminar or workshop.

**WE WELCOME YOU AND WISH YOU A SUCCESSFUL STAY!**